



## Position Available

### Judicial Assistant

Michigan Supreme Court, Office of Justice David F. Viviano

The Michigan Supreme Court is currently seeking qualified candidates for the position of Judicial Assistant to work in the Chambers of Supreme Court Justice David F. Viviano. The person in this position performs a variety of secretarial and administrative duties to assist in the operation of the Justice's office in a confidential and professional manner. Primary responsibilities include, but are not limited to, the following:

- Maintain and coordinate the appointment calendar;
- Open, process, and draft correspondence;
- Organize and maintain electronic and paper filing systems for various Court conferences and oral argument;
- Maintain materials for speeches and confirm event logistics;
- Serve as liaison to other Justices' offices and staff of the Court, as well as the public and other agencies;
- Serve as personal assistant to the Justice;
- Coordinate interview process of new law clerks and interns;
- Maintain libraries within the chambers.

#### **EDUCATION AND EXPERIENCE:**

Associate's degree in legal secretarial or related area and three or more years of secretarial experience preferred. Experience with Microsoft Office required. Working knowledge of legal terminology preferred.

#### **WORK LOCATION:**

Cadillac Place in Detroit, Michigan, although the position will require occasional travel to the Lansing Hall of Justice.

#### **TO APPLY:**

Please send your cover letter and resume in Word© or Adobe© to [jobapps@courts.mi.gov](mailto:jobapps@courts.mi.gov).

**POSTING DEADLINE: MARCH 28, 2016**

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